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	Process Owner <b>Direct Site Travel Coordinator</b>	Approval Authority <b>DOF</b>	

## 1. Purpose & Scope

This process establishes the method to request, approve, issue funding document and travel claims for non-NSHS staff.

## 2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart; a) NSHS-001 Quality Manual, b) NSHS-004 Quality Systems Document Control, c) SECNAVINST 5212.5 series.

## 3. Definitions

The terms listed below are defined to assist the reader.

- 3.1 **Travel Authorization Sheet:** Non-NSHS DOD Member Traveling on NSHS funding.
- 3.2 **ATOS:** Automated Travel Order System.
- 3.3 **Travel Voucher Summary:** Itemization of reimbursements.
- 3.4 **Travel File:** Record that contains the travel request, funding document, and travel voucher summary.

## 4. Document Review & Concurrence

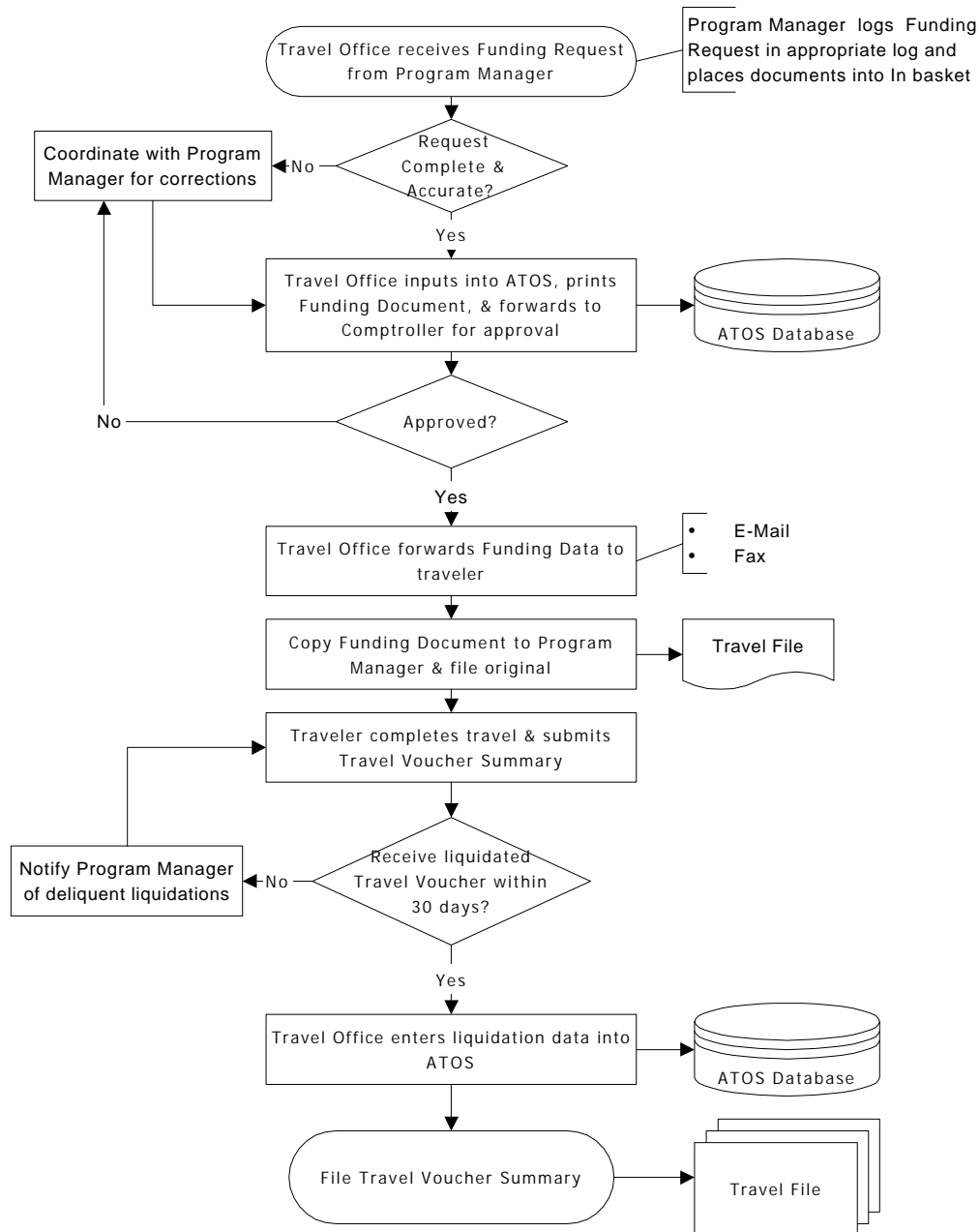
Title of Reviewer	Functional Directorate	Signature & Date	Title of Reviewer	Functional Directorate	Signature & Date
Direct Site Travel Coordinator	OF (Process Owner)	Mr. W. Suttles	Director of Finance	OF (Approval Authority)	LT. B. Miller
Travel Coordinator	OF	Mr. J. Howard	Deputy Comptroller	OF	Ms. B. Dopita
Travel Coordinator	OF	HM1 C. Clemmons			

## 5. Summary of Changes

Version	Description	Date
01	Initial issue of procedure.	16 MAY 01

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## 6. Process Flowchart



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## 7. Quality Records

<i>Record Name</i>	<i>Owner</i>	<i>Location</i>	<i>Indexing</i>	<i>Duration</i>	<i>Disposition</i>
Travel File	Direct Site Travel Coordinator	File Cabinet	By Travel Order Number	6 Years	Destroy per SECNAVINST 5212.5 series

## 8. Addendum

8.1 N/A